

Professional and Managerial Branch
Miscellaneous Professional Group
Economic Development Series

ECONOMIC PROGRAM ANALYST II

02/00 (SAC)

Summary

Under direction, coordinate diverse City economic development initiatives.

Typical Duties

Plan and develop major programs to attract and retain business for the City. Involves: serving on designated staff committees with City officials and own or other department personnel, and task forces with representatives of local, county, regional or state business, civic and government organizations to define community economic development needs, and set short and long range program goals and priorities; designing, leading or conducting, and reporting on complex economic research and analysis projects to determine feasibility and impact of proposed policy and strategy alternatives for expanding and strengthening metropolitan industrial and commercial development programs; formulating new and revised marketing and outreach operating strategy, administrative policy and local ordinance recommendations for interpretation of intricate or ambiguous economic information and solution of related critical or unusual problems pertaining, but not limited to such issues as financing methods, domestic and international trade patterns, capital investment regulations and effectiveness improvement.

Implement, integrate and execute City and collaborative projects and activities. Involves: identifying program funding sources; forecasting revenues, budgeting expenditures and establishing performance measures, finalizing grant applications and bid specifications for professional services contracts, and administering those awarded as assigned; acting as, professional associations, economic development districts, redevelopment agencies, port of entry authorities, civic groups, the general public, and other governmental, private or nonprofit organizations at any level in order to respond to inquiries or make presentations regarding economic development activities and opportunities for businesses locating or expanding in the City; providing expert technical guidance to project developers on a wide range of economic development topics such as utilization of Federal, State and local resources and available incentives; arranging for, monitoring and evaluating business recruitment and retention activities and time tables including the processing and issuance of industrial revenue bonds or local financing tools; scheduling required public hearings, and testifying at regulatory or legislative hearings on current status and results or additions and modifications of programs for which accountable; preparing and distributing data sheets, news releases, brochures and other promotional materials.

Perform related incidental duties contributing to realization of department goals as required Includes: substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary services, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under general supervision; logging activities, preparing and submitting recurring or special results or status reports, and writing related correspondence; keeping equipment or work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration, Planning, Economics or related field, plus four (4) years of professional administrative experience including two (2) years comparable to Economic Development Analyst I; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: public administration and economic development principles and practices. Good knowledge of: advanced program research, development, implementation and evaluation methodologies and statistical analysis and trend forecasting techniques, and related computer applications: local economic conditions, business and industries; financing procedures and requirements; community resources and business development needs; municipal zoning and infrastructure; urban and regional planning programs and processes; budget development and control.

Ability to: plan, develop and coordinate economic development programs; direct or conduct feasibility studies and other complex analytical research; prepare program strategies and business plans; perform mathematical calculations including forecasting; communicate clearly and concisely orally, graphically and in writing to express, interpret and present facts and ideas on recruiting, expanding and retaining businesses, and to maintain records and prepare comprehensive reports; establish and maintain effective working relationships with local commercial business owners, industrialists, architects, contractors, developers, home owners, supervisors, fellow departmental staff officials,

other City departments and governmental agencies, funding sources, civic groups, and the general public.

Skill in safe operation and care of: personal computer or network workstation; generic business productivity and specialized economic analysis software comparable to that currently installed; common office equipment; motor vehicle.

Physical Demands: Occasional driving through City traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

Director of Personnel

Department Head

OFFICIAL